



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICAID SERVICES SPECIALIST I

Job Number: 20001863

Job Code: 96890V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 11/16/2001

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs Medicaid program functions to include: providing assistance to Medicaid recipients, providers, professional association of providers and governmental agencies by answering routine questions about Medicaid program issues; assisting in research activities and answers current policy applications; identifying and refers Medicaid program potential fraud and abuse incidents; or performing provider enrollment functions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in Medicaid and/or Medicare program administration, health insurance administration/systems, eligibility systems, health care research, health care planning, health care financial management, health care policy development or human service or health care administration will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responds to routine inquiries from recipients and providers of Medicaid services, coverage and other issues. Addresses basic questions regarding policy issues from governmental agencies and the general public and provides information on medical assistance policies and procedures. Disseminates program policy, procedures, claims, billing and other information to health care providers, recipients, management staff and others. Learns to interpret policies, procedures and regulations. Identifies changes needed to program regulations as the result of changes in federal or state statutes. Researches issues in response to inquiries and assists in preparing oral or written responses on covered services, eligibility, claims adjudication, billing formats, hospitalization, dental services, vision, invoices, transportation and other programs including updates of systems files as appropriate. Identifies program deficiencies through provider, recipient and other agency inquiries. Assists in identifying and referring Medicaid program potential fraud and abuse incidents to appropriate office for investigation. Assists in collecting or avoiding the inappropriate payment of Medicaid program funds. Ensures that providers meet all prescribed standards of eligibility mandated by statutes and regulations. Learns to analyze trends in program cost and usage. Attends Technical Advisory Committee meetings and provides needed reports/information for the members.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.